



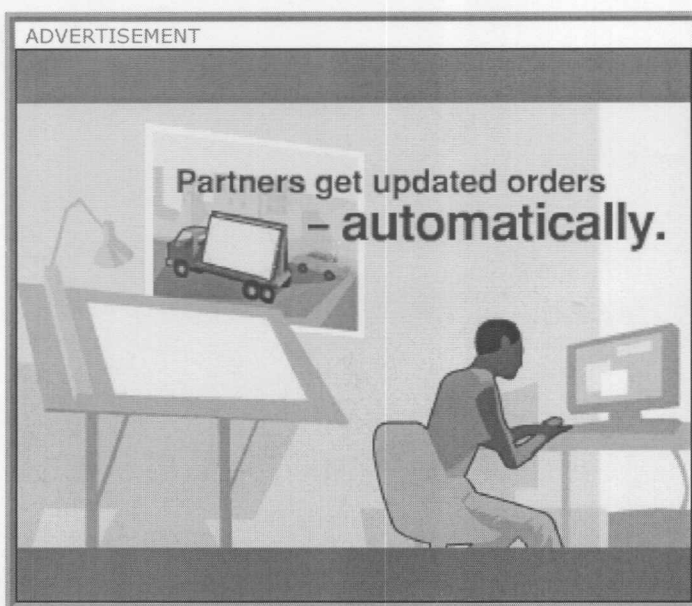
Print a Watermark on Excel Worksheet

ARTICLE DATE: 01.18.05

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I often create information in Microsoft Excel 2002 that needs to be used before it is complete. I would like to overlay a message such as "INCOMPLETE" in large text across an entire page. Of course, the text needs to be a kind where the information behind it is still visible.

Craig Miget



The feature you want is usually called a watermark. According to Excel's Help, "Watermarks are not available in Excel. If you want to display a graphic on every printed page (perhaps to indicate that the information is confidential), you can insert it in a header or footer."

However, you really can create something very much like a watermark, especially if your worksheet is just one printed page. First, choose View | Page Break Preview; Excel will show the page breaks. Click on the WordArt button in the Drawing toolbar at the bottom of the Excel window. (If you don't see this toolbar, right-click in the toolbar area at the top and select Drawing from the list that appears). Select the top left option in the list of predefined WordArt styles—the simple outlined text. Choose the font you want, type INCOMPLETE and click on OK. Now move, size, and turn the WordArt so it's placed just as you want it within the boundaries of the

first page.

The watermark you've just created obscures the numbers in the worksheet. To fix this, right-click on the word and choose "Format WordArt." Set the Fill Color to a pastel and set the transparency fairly high—we used pale blue at 75 percent transparency. If you like, change the Line Color as well, then click on OK.

If your spreadsheet is a single page, you're done. If not, right-click on the watermark, choose Copy from the pop-up menu, and paste a copy of it for each additional page, as indicated by the page-break lines. You'll find it easier to match the placement from page to page if all columns are the same width.

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